

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Services
FROM : Acting Chief, Records Control Section
SUBJECT: Microfilming as a Means of Economy

DATE: 5 April 1951

1. As of 1 March 1951, there had been microfilmed in connection with the Records Reduction aspect of the Records Management Program, a total of 573,828 documents occupying 239 cubic feet of space. It is believed this represent a saving of more than \$1,000 a year, for at least ten years.

2. The cost of microfilming these records, at an estimated \$7.25 a cubic foot amounted to \$1,732. Had these records been retained in original form, it would have cost CIA \$.51 a cubic foot or \$1,269 a year to keep these records in the respective offices.

3. These documents were of such significance that it is believed they would have been retained in the offices for ten or more years. The cost of retaining the records in original form for 16 months is about equal to the microfilming cost. Over a period of ten years a saving of nearly \$11,000 can be estimated from microfilming.

4. However, if operational conditions had been such as to permit storage in the Records Center, the cost of maintaining them in original form would be \$.53 a cubic foot a year, or \$1773 for thirteen years. As a generality, it can be stated that CIA can store records in original form in warehouse type space for twelve or thirteen years as cheaply as it can microfilm them to permit immediate destruction.



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UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	SECRET
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1	<i>W Z Peel</i>		
2			
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FROM		INITIALS	DATE
1			
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<input type="checkbox"/> APPROVAL		<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION		<input type="checkbox"/> DIRECT REPLY	<input checked="" type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT		<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE		<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE
REMARKS:			
SECRET	CONFIDENTIAL	RESTRICTED	UNCLASSIFIED
FORM NO. 30-4 SEP 1947			

PROGRESS SUMMARY OF REDUCTION OF RECORDS MICROFILM PROGRAM

Cumulative thru 28 Feb. 1951

ORGANIZATION	FRAMES FILMED	STATUS OF PROJECT
A. Office of Collection and Dissemination		
1. <u>CIA Library</u> Library intelligence documents	496,656	Initial project <u>35%</u> complete. It is planned to bring the file up-to-date every day as new material is received. Estimated number of frames per month: 15,000.
2. <u>Industrial Register</u> Air Force material on underground installations in the USSR zone of Germany	32,400	Project is <u>54%</u> complete. An estimated 27,600 frames must be filmed to finish the project.
Treasury Dept. Foreign Funds Control Unit material pertaining to foreign industrial and commercial installations	21,000	Project is <u>19%</u> complete. An estimated 89,000 frames must be filmed to finish the project.
3. [Redacted]	23,772	Project is <u>16%</u> complete. An estimated 116,228 frames must be filmed to finish initial project. It is planned to bring the file up-to-date every day as new material is received. No estimate of the number of frames
'201' Files of former German Army officers (captured German documents)	NONE	Projected project of 2,640,000 frames. Actual filming and processing will be done by the AGO. Some 66,000 individual '201' jackets of an average of 40 pages each are involved.
<u>TOTAL NUMBER OF FRAMES FILMED IN OCD</u>	<u>573,828</u>	Within the next six months at least 2,962,000 frames will be filmed for OCD.
B. Administrative Offices		
1. <u>Medical Division</u> Medical History Jackets (inactive)	NONE	Projected project of 10,000 frames.
C. Office of Operations		
1. <u>Contact</u> Numerical Register Process Sheets for OO/B Reports	NONE	Projected project of 24,000 frames.
Contact Case File	NONE	Tests now being made. An estimated 56,000 frames will be filmed to finish initial project. File is to be kept up-to-date by frequent filming. No concrete plan as yet formulated. No estimate of number of frames per increment.
D. Office of Special Operations	NONE	Tests now being made. An estimated 18,000,000 frames will be filmed. See report on VR progress.

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REDUCTION OF RECORDS MICROFILM PROGRAM

	Thousands of Microfilm Frames		
	5,000	10,000	15,000
	20,000	50,000	100,000
CIA Library -----			586,656
			496,656 90,000
Industrial Register --			170,000
		53,400	116,600
Biographic Register --			**To be filmed by AGO Total 2,780,000
	23,772		2,756,228
Medical Division -----	10,000		
			TOTAL FRAMES FILMED - <u>573,828</u>
OO>Contact -----		80,000	TOTAL FRAMES TO BE FILMED - <u>3,052,828</u>
			GRAND TOTAL = <u>3,626,656</u>
			 Frames filmed thru 28 Feb. 1951
			 Estimated number of frames that will be filmed during the next six months. **

PROGRESS SUMMARY OF VITAL RECORDS MICROFILM PROGRAM

Cumulative thru 27 Feb. 1951

ORGANIZATION	FRAMES FILMED	PROJECT DATA
A. Office of Collection and Dissemination		
1. <u>Biographic Register</u>	282,787	Initial project <u>100 %</u> complete. File is brought up-to-date every six months. First increment due 18 March 1951. Estimated number of frames per increment: 60,000.
2. <u>Graphics Register</u>	165,593	Initial project <u>15 %</u> complete. An additional 500,000 frames are to be filmed from the Master Photograph File beginning 8 March 1951. The completed file is to be brought up-to-date every six months. Estimated number of frames per increment: 25,000.
3. <u>Industrial Register</u>	426,204	Initial project <u>100 %</u> complete. 177,204 frames of the total are continuation. File is brought up-to-date every day as new material is received. Approximately 10,500 frames are filmed each month.
<u>TOTAL NUMBER OF FRAMES FILMED IN OCD</u>	<u>874,524</u>	OCD <u>72 %</u> complete.
B. Office of Scientific Intelligence	41,861	Initial project <u>100 %</u> complete. File is brought up-to-date every six months. First increment due 1 July 1951. Estimated number of frames per increment: 1,200.
<u>TOTAL NUMBER OF FRAMES FILMED IN OSI</u>	<u>41,861</u>	OSI <u>100 %</u> complete
C. Administrative Offices		
1. <u>Legal Staff</u>	675	Initial project <u>100 %</u> complete. File will be brought up-to-date as necessary. No estimate of number of frames to be filmed in the future.
2. <u>Inspection and Security</u>	29,634	Initial project <u>100 %</u> complete. Approximately 10,000 frames will be filmed on 3 March 1951 to bring a part of the file up-to-date. Entire file is brought up-to-date every six months. Filming of the first increment to begin 1 April 1951. No estimate of number of frames per increment.
3. <u>Fiscal Division</u>	101,549	Initial project <u>100 %</u> complete. 140,000 frames expected in the near future. File is brought up-to-date every six months. First increment due 1 Sept. 1951. Estimated number of frames per increment: 10,000.
4. <u>Personnel Division</u>	700	Initial project <u>100 %</u> complete.
5. <u>Procurement Division</u>	NONE	Projected project of 125,000 frames. File to be brought up-to-date every day. Estimated number of frames per month: 1,000.

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PROGRESS SUMMARY OF VITAL RECORDS MICROFILM PROGRAM

Cumulative thru 27 Feb. 1951

ORGANIZATION	FRAMES FILMED	PROJECT DATA
6. Management	2,000	Initial project <u>100 %</u> complete. File is brought up-to-date every six months. First increment was due 1 Jan. 1951. Estimated number of frames per increment: less than 1,000.
7. Administrative Services	500	Initial project <u>100 %</u> complete.
8. Advisory Council	UNKNOWN	Initial project <u>10 % (?)</u> complete.
TOTAL NUMBER OF FRAMES FILMED IN ADMINISTRATIVE OFFICES	134,558	AO <u>100 %</u> complete.
D. Office of Reports and Estimates	140,354	Initial project <u>100 %</u> complete.
TOTAL NUMBER OF FRAMES FILMED IN ORE	140,354	ORE <u>100 %</u> complete.
E. Office of Research and Reports		
1. Map Intelligence	3,000	Initial project <u>100 %</u> complete.
TOTAL NUMBER OF FRAMES FILMED IN ORR	3,000	ORR <u>100 %</u> complete.
F. Office of Operations		
1. Contact	1,200	Initial project <u>100 %</u> complete.
TOTAL NUMBER OF FRAMES FILMED IN OO/C	1,200	OO/C <u>100 %</u> complete.
G. Office of Special Operations	NONE	Projected project of 18,000,000 frames. Tests now being made re: type of camera, film size, etc.
H. Office of Policy Coordination	8,000	Initial project <u>100 %</u> complete. File is brought up-to-date every four months. First increment is due 1 April 1951. Estimated number of frames per increment: 5,000.
TOTAL NUMBER OF FRAMES FILMED IN OPC	8,000	OPC <u>100 %</u> complete.
TOTAL NUMBER OF FRAMES FILMED IN CIA	1,203,497	CIA <u>90 %</u> complete.

This 90 % figure indicates numbers of projects only. Actually, in number of frames still to be filmed, the program is only 2% complete since there are some 18,625,000 more frames to film.

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 Frames filmed
thru 27 Feb. 1951

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 Estimated number of frames that
will be filmed during the next six months.**

VITAL RECORDS MICROFILM PROGRAM

Thousands of Microfilm Frames

	1,000	10,000	25,000	50,000	100,000	500,000	700,000	900,000	1,000,000	2,000,000	3,000,000	18,000,000
OFFICE OF COLLECTION AND DISSEMINATION	3,000	10,000	25,000	50,000	100,000				874,524	654,000		1,528,524
OFFICE OF SCIENTIFIC INTELLIGENCE			43,061									
			41,861	1,200								
ADMINISTRATIVE OFFICES					134,558	286,000						
OFFICE OF REPORTS AND ESTIMATES					?							
					140,354							
OFFICE OF RESEARCH AND REPORTS			?									
			3,000									
OFFICE OF OPERATIONS			?									
			1,200									
OFFICE OF POLICY COORDINATION				13,000								
				8,000	5,000							
OFFICE OF SPECIAL OPERATIONS												

** PROJECTED PROJECT OF 18,000,000 FRAMES
WILL NOT BE COMPLETED IN THE SIX MO. PERIOD